

BALTIMORE COUNTY, BOARD OF EDUCATION

DIVISION OF FINANCE, Assistant Superintendent

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1. BUDGET DATA FILE

Size: Letter-size

Dates: 1949 - -

Quantity: 9 file drawers

File Arrangement: Chronological and by code number

Audit: Bi-annual outside audit

This is the terminal file for records used in preparation of the budget containing the reports and requests of the Divisions of the Board, work papers and recommendations:

Administration

Capitol Outlay

School Bus Purchase and Exchange

Division Requests

Forecasts

Mail Delivery Service

Maintenance of School Plant

Travel Expenses

Purchase or Exchange of Auto

Operation of School Plant Travel Expenses

Other School Services

Travel Expenses

Supervisor of Pupil Personnel and Visiting

Teacher Travel

Purchase or Exchange of Autos

Principals and Teachers Travel Expenses

Purchase or Exchange of Automobiles for Staff
Purchase or Exchange of Automobiles for Supervisors
Supervisors Travel Expenses
Transportation
Work Papers

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.